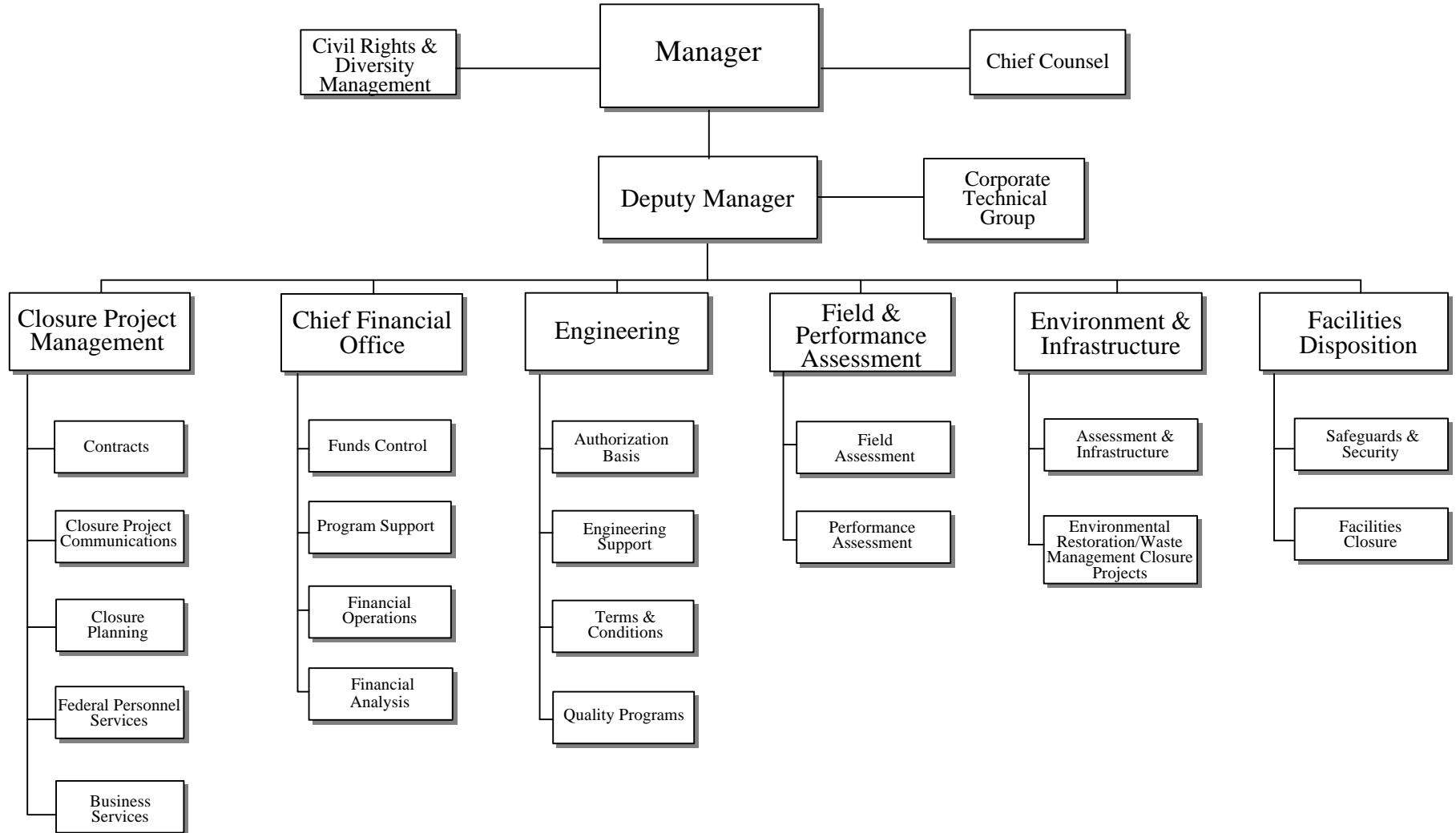


ROCKY FLATS FIELD OFFICE

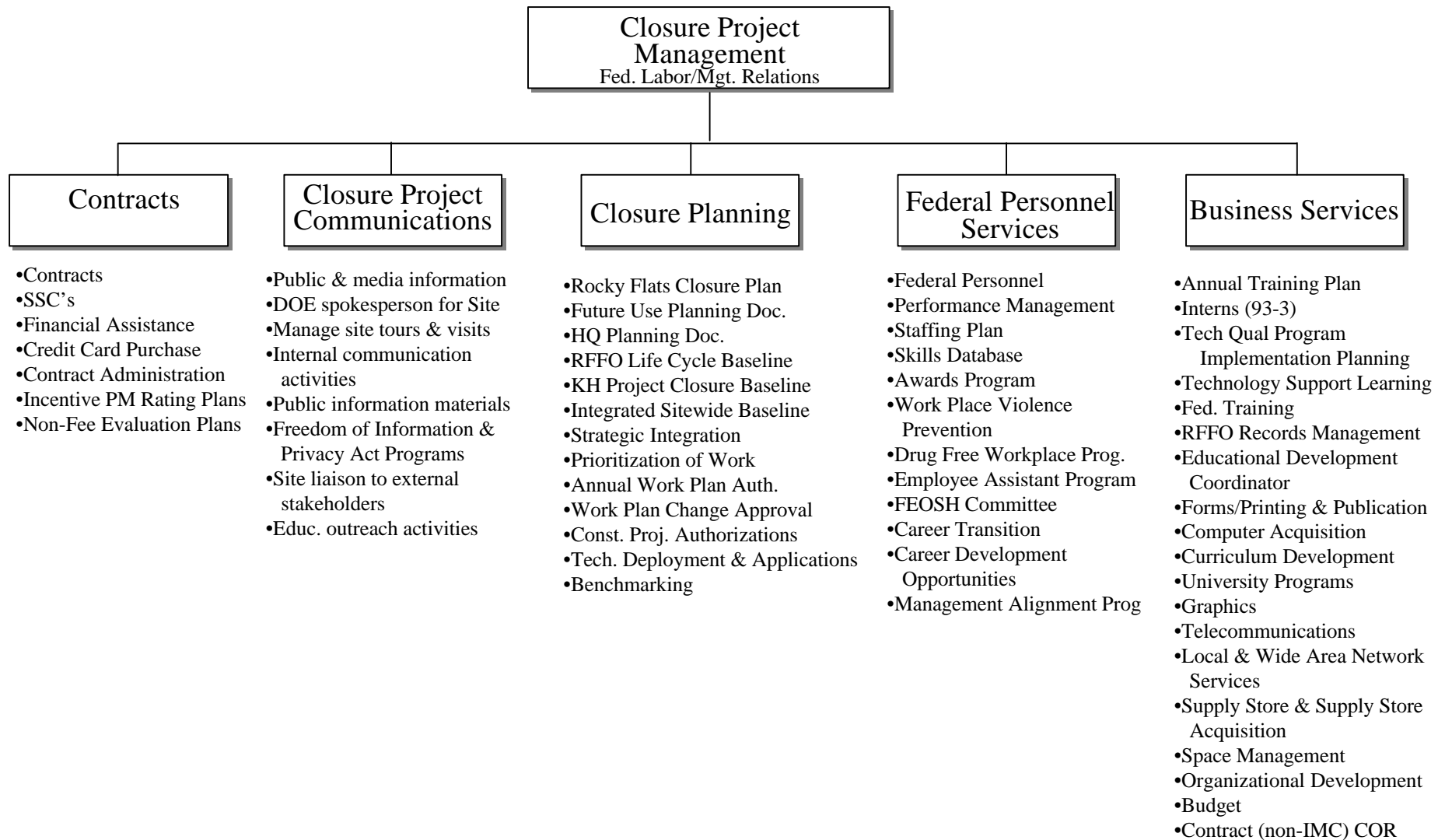


Chief Counsel

- Provides legal opinions, advice and assistance for RFFO.
- Review all negotiated and nonstandard form contractual documents, delegations of authority, regulations, orders, licenses and other legal documents, and prepares all legal interpretations.
- Reviews or approves all claims by or against the Government in connection with RFFO.
- Participate in negotiations to which RFFO is a party.
- Represents RFFO in legal matters arising with State or Federal agencies, local governments, contractors, or others.
- Provide the legal interpretation and advisory services specified in 10 CFR 1010, OM "Conduct of Employee."
- Provide consultation and administrative support with respect to subpoenas and request for RFFO records.

Civil Rights & Diversity Management

- Identify and eliminate practices of discrimination
- Equal Employment Opportunity programs
- Inquire into alleged discriminations
- Monitor Affirmative Employment Plan for compliance



Chief Financial Officer

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graph TD; CFO[Chief Financial Officer] --> FCT[Funds Control Team]; CFO --> PST[Program Support Team]; CFO --> FOT[Financial Operations Team]; CFO --> FAT[Financial Analysis Team];
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Funds Control Team

- Receive and Process AFPs
- Certify funds availability on all obligational documents
- Maintain funding control tables
- Maintain data in funds control system
- Prepare funding contract modifications to IMC contract
- Coordinate execution of RFFO budget
- Provide lead POC for PBS 29

Program Support Team

- Coordinate budget formulation activities including development of justifications, answers to OMB Congressional questions, impacts statements
- Support baseline and annual work plan reviews
- Monitor cost performance for assigned PBSs
- Review BCPs for funding/cost impacts and considerations
- Provide lead POC for PBS 34
- Perform review of PM cost performance in accordance with rating plan limitations

Financial Operations Team

- Review and process financial transactions in DISCAS
- Monitor and adjust classified account balances for SNM
- Review and reconcile GL accounts
- Process IWOs/MPOs
- Review and interface IMC P&CE data into DISCAS
- Process ETA files
- Process labor cost files
- Support invoice concurrence
- Prepare periodic external reports
- Support month-, year-end closing

Financial Analysis Team

- Provide technical and functional support for DISCAS
- Maintain valid values for DISCAS edit tables
- Support HP3000 and application security
- Perform data recasts
- Provide ETA systems support
- Provide FIX support
- Interface IMC invoice files into DISCAS
- Perform IMC cost/pay reconciliation
- Perform financial integrity tests
- Perform periodic reviews
- Support month-, year-end closing
- Conduct CRP financial reviews
- Perform IMC rate reviews
- Conduct routine financial reviews of IMC performance

Engineering

Authorization Basis

- Authorization Basis Programs
- Authorization Agreements
- Readiness Determinations

Engineering Support

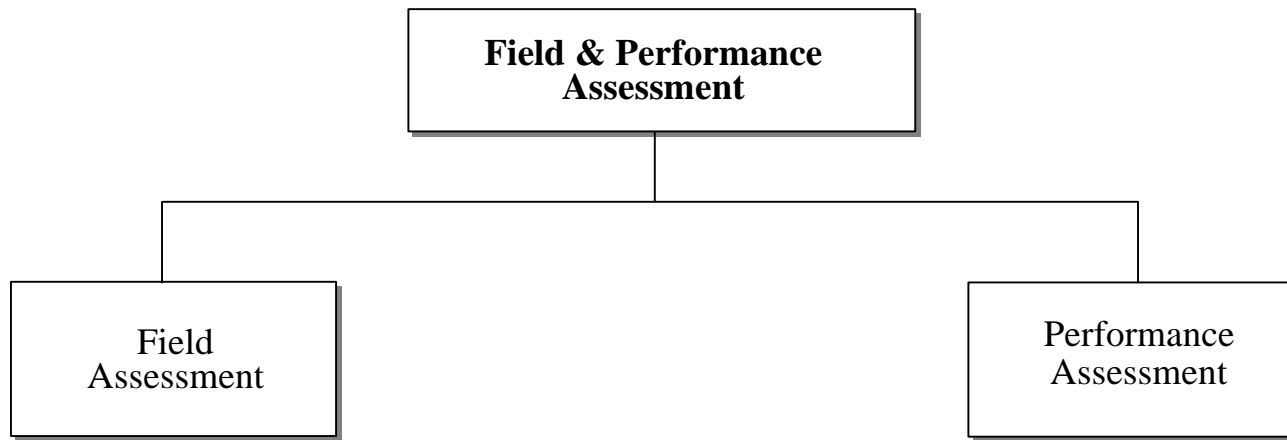
- Oversight of contractor's mgt. reviews, readiness assessments & ORR's
- SME for RFFO readiness activities
- Support ORR's/RA's
- Support closure projects
- RAD Engineering
- Criticality Safety

Terms And Conditions

- Standards/requirements program
- Development and implementation of terms and conditions process
- ISM
- Emergency operations
- Directives
- FEOSH requirements
- Occupational Medicine
- DOT Regulations

Quality Programs

- Perform monthly cost reviews
- Perform life cycle baseline reviews
- Review training, maintenance, & QA sections of AB documents
- Review & approve Training Implementation Matrix
- LCAM
- Quality Assurance
- Maintenance
- IWCP



- Facility/Activity Assessment (Field Observation):
Health and Safety; Environmental/Compliance;
Safeguards and Security; Waste Management;
Property Management; FEOSH; Traffic
- Technical Assessment of Contractor Progress (as required)
- Assessment of Activities with Cost Liabilities
- Follow-up to Operational Events as required
- Radiation Safety Officer

- Staff Analysis Functions:
Data from: Assessments; Baseline Monitoring;
Contractor Reports (ORPS/PAAA); Field Data
(HAP/PA); Complex Events; PMs; HQ Reviews;
Other (DNFS/EH/etc.); PPRs; Corrective
Action Plans
- Staff Maintenance/Coordinator Function:
System to Identify Contractor Activities;
Assessment Program Procedures; Integrated
Assessment Schedule; Baseline Monitoring;
Readiness Reviews; Validation of PMs;
Employee Concerns; SAC; QMR; IG/GAO/
DCAA; Assessments; HR Map; Attachment A;
SSCs; IM; IR; Y2K; EAP; LCAM; BMOP;
IAS; Contract Admin; Davis Bacon; WF
Restructuring

Environment & Infrastructure

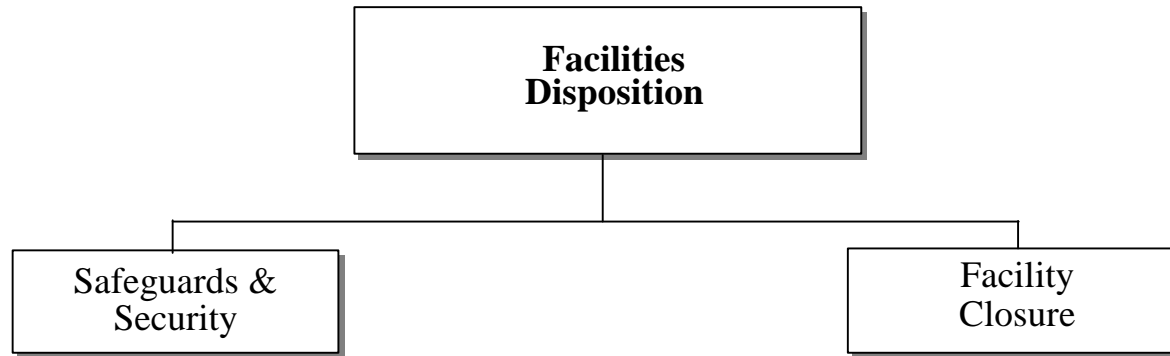
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graph TD; A[Environment & Infrastructure] --> B[Assessment & Infrastructure]; A --> C[Environmental Restoration/Waste Management Closure Projects];
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Assessment & Infrastructure

- Environmental regulatory interface
- Validation, baseline monitoring, cost reviews for PBDs
- Buffer zone projects
- Regulatory permits/compliance
- Air/water/ecology projects and programs
- Real Property
- Transportation
- Roads
- O/S of site infrastructure including natural resources, operating buildings, utilities, grounds
- Utilities
- Fleet Management
- ESA
- CWA
- CAA

Environmental Restoration/Waste Management Closure Projects

- O/S environmental restoration projects
- Environmental regulatory interface
- Waste program
- ER program
- Personal Property
- RCRA, TSC NEPA, EPCRA
- Consent Orders



- Administer RFFO Safeguards and Security Program
- O/S of PBIMC Safeguards and Security Program
- Validation, baseline monitoring, cost reviews for PBDs
- Unclassified Computer Security

- O/S of special nuclear material storage, treatment and off-site shipment
- O/S for demolition of site structures
- Assess effectiveness of PBIMC in nuclear material treatment/ off-site shipment
- O/S of deactivation, decontamination, decommissioning, and demolition of all site structures
- DNFSB Recommendations 94-1, 94-3 O/S
- Chemical Disposal Implementation
- Hazardous Waste Tanks Implementation
- Residue Project - Treat/Pack/Store/Transfer
- Validation, baseline monitoring, cost reviews for PBDs
- Property Disposition
- Transportation of SNM, Residues